

## EDITED TASK LISTING

### CLASS: CORRECTIONAL FOOD MANAGER I (DEPT OF CORRECTIONS)

*NOTE: Each position within this classification may perform some or all of these tasks.*

Task #	Task
1.	Coordinate all food service activities in a smaller correctional institution (inmate population of up to 5,000) in order to maintain the safety and security of staff and the inmate population while providing adequate and nutritional meals in a timely manner utilizing managerial skills necessary to operate a large scale food service operation (e.g., adequate food supply, proper preparation of the standardized menu, food temperature and portion size, etc.), as well as various resources (e.g., CCR-Title 15, Departmental Operations Manual (DOM), California Health Code/Retail Food Code, Food Service Handbook, etc.), on a daily basis.
2.	Oversees the preventative maintenance, repair, and renovation of food service equipment with the Plant Operations Department in order to extend the life of the equipment and to ensure staff and inmate workers' safety, utilizing the Schedule 9, maintenance schedules, Injury Illness Prevention Program (IIPP), environmental health guidelines, scheduled inspections, work orders, service agreements, etc. on a daily basis.
3.	<b>Direct staff in the inventory control of food service equipment and various supplies (e.g., food, chemicals, cleaning/paper products, etc.) in order to ensure that the food service department meets feeding program requirements, deter theft or abuse of supplies, determine future ordering needs, maintain cost control, etc. utilizing communication and supervisory skills, knowledge of institution requirements and program needs, SAM, DOM, staff input, etc. on an on-going basis.</b>
4.	Train food service staff in order to facilitate daily food production requirements, and ensure that the workers prepare food as instructed with proper equipment and following safety and sanitation (Hazard Analysis Critical Control Points [HACCP]) guidelines, using standardized recipes, training documentation per IIPP, Department of Health Services (environmental health) audits, videos and booklets, workshops, etc. as mandated.
5.	Enforce and monitor the conduct of inmate workers assigned to the food service department, in conjunction with custody staff, in order to prevent escapes, damage to state property, or physical assaults that may result in injury or death, utilizing departmental safety and security measures (e.g., tool, equipment, key and lock control, personal alarm checks, etc.) on a continual basis.
6.	Enforce security of working areas, office machines and supplies (e.g., computers, copy machines, telephones, paperwork, etc.) in order to maintain confidentiality of personal information, control inmate access to communication devices, prevent escapes, prevent fraud, etc. utilizing key and tool control, passwords, locked file cabinets, Information Security Act and DOM as mandated.

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7.	<b>Conducts safety, sanitation and security inspections of food service work areas (e.g., storage, production, scullery, etc.) in order to ensure compliance with health and safety standards, utilizing HACCP guidelines, IIPP, food service inspection reports, etc., on a formal annual basis and an informal daily basis.</b>
8.	<b>Directs and/or coordinates the searches of inmate workers in conjunction with custody staff in order to identify and confiscate contraband (e.g., drugs, weapons, alcohol, food, tools, money, etc.) utilizing communication/supervisory skills and visual inspection of grounds within established law, policies and procedures, etc. as required.</b>
9.	<b>Plan food, supplies, and equipment purchasing in order to ensure adequate inventories for feeding the inmate population (up to 15,000 meals or more per day), preparing medical and/or religious diets, meeting the food service budget, and having sufficient supplies on hand for emergencies/contingency plans (e.g., power outages, lockdown, riots, floods, community emergencies, etc.) using Food Management System (FMS) (e.g., current inventories, food services budget, purchasing methods and regulations, etc.), contingency plans, etc. as required by DOM, State Administrative Manual (SAM), and the DGS Office of Procurement.</b>
10.	<b>Monitor the requisition of food, supplies and equipment from the institutional warehouse in a timely manner through the use of delivery schedules, in proper quantities, and based on space available in order to ensure adequate stock of food, supplies and equipment are on hand utilizing personal computers, the standardized menu, forms, inventory and population projections, etc. on a daily basis.</b>
11.	<b>Manages and monitors the ordering of food, equipment and supplies from private vendors and state agencies in a timely manner to feed the inmates and staff utilizing purchase orders, State Contracts, Delegated Purchases, Prime Vendors, Schedule 9, SAM, telephone communication and personal computers on a daily basis.</b>
12.	<b>Monitor food, supplies, and equipment purchasing in order to ensure adequate inventories are on hand for emergencies (e.g., power outages, lockdown, riots, floods, community emergencies, etc.) using contingency plans, current inventories, food service budget, etc. as required by DOM, SAM, and the DGS Office of Procurement.</b>
13.	<b>Submit quarterly package of menus-as-served, food group breakdown, and food cost/ration analysis to Departmental Food Administrator in order to communicate with headquarters about the institution's food service program and comply with DOM requirements using FMS (e.g., weekly menus, inventory information, food cost, etc.), communication with staff, computer, and in-service training as required by DOM.</b>

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14.	<b>Develop menu substitutions in order to modify the Standardized Menu when necessary to ensure a nutritionally balanced/adequate diet for inmates and staff utilizing inventories on hand, opportunity buys, standardized recipes and telephone communications, etc. as needed.</b>
15.	<b>Recruit staff from the community in order to maintain required staffing levels in the institution's food service program using Personnel policies (e.g., SPB, DPA, etc.), SPB website, local newspapers, job fairs, job opportunity bulletins, applications, etc. as needed.</b>
16.	<b>Submit requests to Correctional Business Manager to hire staff in order to maintain staffing levels in the institution's food service program utilizing budgetary authority requirements (changes in inmate population), Requests for Personnel Action, institutional policies, and procedures as needed.</b>
17.	Conducts hiring interviews to fill vacant positions in the food service area in order to maintain operational efficiency, utilizing candidate eligibility lists, state applications, interviewing techniques, job descriptions and standardized questions as needed.
18.	<b>Monitor the various institutional shift-bidding processes for posted positions in order to comply with MOUs by identifying available positions and approving assignments based on seniority on a monthly basis.</b>
19.	<b>Manage the work schedule and overtime hours within the food service department in order to meet the needs of the food service department and institutional emergencies utilizing MOUs, time sheets, vacation schedules and long-term absences on a continual basis.</b>
20.	<b>Manage the Post Assignment Schedule (PAS) in the food service department in order to ensure staff is assigned correctly and the department is utilizing its budget effectively utilizing institutional rules, policies and procedures as required by DOM.</b>
21.	Manages the Progressive Discipline process to correct/improve food service staff performance/behavior or address issues of substandard performance by taking appropriate personnel action (e.g., coordinate with management, Employee Assistance Program, letter of instruction, and/or recommend further action, etc.) utilizing CCR-Title 15, Individual Development Plans, Probationary Reports, SPB and DPA guidelines, MOUs, DOM, etc., on a continuous basis.
22.	Evaluates and reviews the performance of food service staff to ensure that performance standards are met by providing recommendations for improvement, additional training, and feedback regarding performance and determine approval of merit salary adjustments, utilizing CCR-Title 15, Individual Development Plans, Probationary Reports, work performance evaluations, SPB and DPA guidelines, MOUs, DOM, etc., on a continuous basis.

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23.	Prepare and review written documents and reports (e.g., employee work schedules, timesheets [998A], temperature logs, HACCP sheets, accident/injury reports, etc.) to ensure compliance with HACCP, DOM, SAM, CCR-Title 15, etc. utilizing personal computers, forms, departmental policies and procedures, etc., as required.
24.	<b>Adjust the feeding program in order to respond to departmental population increases and decreases utilizing knowledge of available resources (e.g., equipment, staff, supplies, food, etc.), communication with vendors/ DGS Office of Procurement regarding increases or decreases in future orders, communication with department heads, activation/deactivation report from Institutions Division, etc. as directed by management.</b>
25.	<b>Communicate with department and division heads, custody staff, warehouse staff, Community Partnership Manager, Men's/Women's Advisory Councils, etc., in order to share information and maintain current programs utilizing communication skills, knowledge of food service department's needs, etc., as needed.</b>
26.	<b>Communicate with various outside agencies (California Department of Forestry, sheriff's department, Joint Mutual Aid, DGS Office of Procurement, etc.) in order to respond to emergencies and plan for future needs utilizing communication skills, emergency operation plans, purchasing and planning skills, etc., as needed.</b>
27.	<b>Plan menus for special holidays, religious diets, emergencies and other situations not covered by the standardized menu in order to provide palatable and adequate meals for the inmates affected by these situations using knowledge of available resources and equipment, knowledge of local preferences and religious diet specifications as needed.</b>
<b>The following tasks were identified from the statewide food service survey</b>	
28.	Directs and oversees supervisory food service staff to ensure they provide direction and guidance to subordinates utilizing mandated supervisory training and government laws, rules and regulations (e.g., State Personnel Board (SPB) guidelines, Department of Personnel Administration (DPA), Equal Employment Opportunity (EEO), Memorandum of Understanding (MOU), California Code of Regulations - Title 15, etc.) on a continuous basis.
29.	<b>Oversees the food service staff (to include Correctional Officers) and inmate workers in cleaning and sanitizing cooking utensils, equipment, and work areas in order to keep the food service area (e.g., dining room, storage room, bakery, meat cutting area, scullery area, food preparation area, etc.) sanitary and orderly, utilizing cleaning supplies, and following rules and regulations (e.g., HACCP, CDCR Food Service Handbook, MSDS), etc. on a continuous basis.</b>

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30.	Train, supervise, and monitor staff (to include Correctional Officers) in the prevention of accidents and injuries in the food service area (e.g. wet floor signs, verbal warnings, use of personal protective equipment [PPE], etc.) in order to create a safe work environment by utilizing formal/informal documented training, direct observation, active communication and positive feedback as required by rules, regulations and procedures (e.g. Occupational Safety and Health Administration [OSHA], IIPP, DOM, etc.) on a continual basis.
31.	Implement, enforce and monitor safe food handling practices (e.g., proper hand washing, time/temperature, label/date, cross contamination, etc.) as mandated by rules, regulations and procedures (e.g., DOM, HACCP, IIPP, CDCR Food Service Handbook, etc.) in order to prevent foodborne illness or death of staff and/or the inmate population on a continuous basis.
32.	Monitor tool, key, and lock control to prevent physical assaults that may result in injury or death and to prevent inmate access to unauthorized areas utilizing the “chit” system, tool log, missing tool report, correctional awareness, etc. as necessary to maintain compliance with departmental rules, regulations, and procedures.
33.	Formulate Corrective Action Plans (CAP) for departmental/interdepartmental divisions (e.g., Office of Risk Management, Peer Audit groups, Health Care Services, etc.) in order to provide a timeline for compliance with regulations, correct deficiencies, justify budgetary adjustments, etc. utilizing inspection reports, updated departmental policies, litigation, etc. as mandated.
34.	Implement and monitor CAPs for the food service department in order to ensure that corrective plans and timelines are followed utilizing available personnel, budgetary constraints, institutional rules, policies, and procedures under the guidance of the Food Manager.
35.	Train and monitor staff (to include Correctional Officers) in the proper completion of inmate required paperwork (e.g., timecards, evaluations, discipline reports, Inmate Work Training Incentive Program, etc.) in order to document hours worked and work performance utilizing formal/informal training, personal computers, standard forms, etc. on a continual basis.
36.	Monitors the receiving, inspecting and storing of food, equipment and supplies to ensure quality, quantity, proper storage and proper temperatures utilizing State Contracts, Delegated Purchases, Prime Vendors, SAM, DOM, HACCP guidelines, Stock Received Report (SRR), etc. on a daily basis.
37.	Develop a budget (approximately \$5M) for food and non-food items in order to ensure that the food service department is allocated properly utilizing population projections, equipment needs, facility capabilities, and available funds, etc., under the direction of the Correctional Business Manager.

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38.	Monitor and document special diet requirements (medical and religious) in order to protect the health of inmates and ensure compliance with legal mandates utilizing doctor/dietitian and/or chaplain orders as required by DOM.
39.	Coordinate Kosher training with a CDCR Rabbi in order to instruct food facility staff in the proper storing, preparing, distributing, and serving Kosher meals utilizing specially approved food preparation rooms, utensils, refrigerators, freezers, ovens, etc., as mandated.
40.	Monitor and train staff (including custody staff) to ensure adherence to the published feeding schedule in order to stay within institution operational time schedules (e.g., work, school, medical, recreational, etc.) utilizing time management, communication, and Daily Movement Sheets on a continual basis.
41.	Monitor that correct portions are provided to inmates and staff in order to ensure proper utilization of food products and nutritious meals are served utilizing production sheets, meal sample reports, HACCP documentation, formal/informal training of safe food practices, standardized serving portions, various specialized equipment and cooking utensils on a continual basis.
42.	Manage the preparation of materials for recycling (e.g., food by-products, cans, plastic bottles, cardboard, grease, etc.) in order to support the departments recyclable program utilizing PPE, sorting bins, barrels, water, etc. as required.
43.	Respond in writing within designated timeframes to inmate appeals in order to resolve complaints and ensure compliance with DOM, Title 15, etc. utilizing standardized forms, formal/informal training, and communication techniques, as needed.
44.	Resolve staff grievances within designated timeframes in order to ensure compliance with MOUs, DOM, Title 15, etc. utilizing standardized forms, supervisory skills, formal/informal training, investigative and communication techniques, as needed.
45.	Monitor service contracts and contractors for the food service department in order to ensure that the providers are following stated rules and procedures outlined in the contract utilizing scope of the contract and visual observation as necessary.
46.	Serve as a Subject Matter Expert for the department in order to serve on Qualification Appraisal Panels (QAP's), hiring interview panels, etc. utilizing supervisory skills, communication techniques, institutional policies and procedures, etc. as requested by management.

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47.	Attend training classes as mandated by the department for managers and supervisors (e.g., sexual harassment, use of force, equal employment opportunity, blood borne pathogens, etc.) in order to meet the conditions of employment utilizing the In-Service Training schedule as required.
48.	Participate in conferences and special assignments in order to represent the department and maintain industry standards utilizing personal experiences and networking skills as required.
49.	Supervise office staff responsible for clerical support of the food service department in order to maintain and finalize all necessary records and reports utilizing basic supervisory skills and abilities daily.
50.	Develop procedures (institutional specific policies and post orders) for the food service department in order to meet the feeding needs of inmates and staff utilizing Cook-Chill and Cook-Serve processes, HACCP procedures, DOM, etc. as necessary.
51.	Assumes the duties of the Correctional Business Manager in their absence in order to ensure the continuous operation of the institutions' Business Services department utilizing CCR-Title 15, DOM, SAM, post orders, rules and regulations, SPB, DPA guidelines, MOUs, etc. as needed.
52.	Plan and implement alternate feeding plans for inmates during food service area remodeling projects and major equipment replacements in order to maintain a consistent feeding schedule utilizing communication with interdepartmental staff, substitution guideline list, CCR-Title 15, and DOM as needed.
53.	Coordinate and monitor the work of Correctional Officers in the day-to-day functions of food service in order to facilitate food service operations and maintain safety, security, and sanitation in the food service area utilizing OJT, post orders, personal experience and knowledge on a continual basis.
54.	Diffuse volatile situations that might arise between inmates and staff (including staff-on-staff) to ensure the safety and security of the food service department utilizing communication, incident reports, supervisory skills, and effective leadership as needed.
55.	Supervise and monitor the work of the Culinary Sergeants in the day-to-day functions of food service in order to facilitate food service operations and maintain safety, security, and sanitation in the food service area utilizing post orders, personal experience, tool inventory, Daily Activity Report, and performance evaluations as needed.
56.	Implement and monitor MOU's for multiple bargaining units (4, 6, 12, and 15) to ensure compliance utilizing the individual bargaining unit contracts, managerial skills, and communication daily.

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57.	Monitor, review, and communicate with staff members to ensure a proper resolution to personal conflicts is resolved utilizing available resources (e.g., Family Medical Leave Act, Employee Assistance Program, Catastrophic Time Banks, etc.) as necessary.
58.	Monitors food service area gates and doors, to prevent escape, food theft and physical assaults that may result in injury or death and to prevent inmate access to unauthorized areas by securing all locks and keys, maintaining direct site supervision, applying correctional awareness, etc. as necessary to maintain compliance with departmental rules, regulations, and procedures on a continual basis.
59.	<b>Develop new employee orientation in order to educate staff in the safety and security policies and procedures of the food service department utilizing departmental rules, policies and procedures (e.g., DOM, post orders, etc.) as necessary.</b>
60.	<b>Establish policies and procedures for the movement of inmates within the food service department in order to ensure the continued safety and security of the institution, staff, and inmates utilizing culinary officers/sergeants, physical plant and the Daily Movement Schedule as necessary.</b>
61.	<b>Ensure compliance with the department's Equal Employment Opportunity (EEO) program in order to establish a work environment free from sexual harassment and violence utilizing managerial skills, communication and EEO training daily.</b>
62.	<b>Monitor and direct the institutional Vector Control program in order to ensure food service areas are free of infestation utilizing departmental rules, policies, and regulations and outside vendors as necessary.</b>
63.	<b>Implement the departments Foodborne Illness Plan in order to secure the food service area (e.g., dead man trays, limiting access, etc.) to determine if a foodborne illness has occurred utilizing communication with headquarters, sanitize entire food service facility, arrange for alternate feeding methods, etc., as required.</b>
64.	<b>Coordinate custody staff in the preparation and security of food items (e.g., meat, cheese, fruit, drink, snack, condiments, etc.) in order to produce large quantities of sack lunch/meals (i.e. up to 15,000) served during emergency situations (e.g., lockdowns, power outages, extreme weather, etc.) utilizing communication skills, tact, and personal knowledge as necessary.</b>
65.	<b>Oversee the food service needs for multiple fire camps to ensure adequate meals are provided to staff and inmates utilizing on-site visits, conducting menu and sanitation/safety inspections, reviewing weekly food orders and maintaining inspection reports as required.</b>



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<b>66.</b>	<b>Liaison for the employee cafeteria in order to resolve complaints and conduct informal monthly sanitation inspections utilizing the California Retail Food Code, inspection sheets, communication skills and tact as needed.</b>
<b>67.</b>	<b>Maintain and encourage active communication with various facility personnel (e.g., staff, custody, warehouse, procurement, religious leaders, etc.) to ensure an accurate exchange of information regarding food department issues and inmate behavior, attitude, and attendance etc., utilizing telephones, written reports, personal computers, and verbal communication on a continual basis.</b>
<b>68.</b>	Review daily log entries from supervising cooks and previous shifts in order to correct deficiencies and ensure that the food service department is in compliance with mandated HACCP guidelines and institutional rules, policies, and procedures utilizing shift pass-down logs, temperature logs, meal sample reports, etc. as required.
<b>69.</b>	<b>Respond to litigation in order to prepare interrogatories and submit documentation for defense purposes utilizing available statistical data and/or staff/inmate interviews in conjunction with the litigation coordinator.</b>